



STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
P.O. BOX 94111, CAPITOL STATION
BATON ROUGE, LOUISIANA 70804-9111

B3
PR
6/3/86

140250

RATE DETERMINATION SPECIALIST 1

The examples of work given are intended only as illustrations of the various types of work performed in positions allocated to this job. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related or a logical assignment of the position.

FUNCTION OF WORK: To determine, establish and monitor a uniform rate setting system for provider services in programs administered by DHHR.

LEVEL OF WORK: Journeyman.

SUPERVISION RECEIVED: General from a Rate Determination Specialist 2.

SUPERVISION EXERCISED: None.

LOCATION OF WORK: Department of Health and Human Resources; Office of Management and Finance.

JOB DISTINCTIONS: Differs from the Rate Determination Specialist 2 by the absence of supervisory responsibility.

EXAMPLES OF WORK: Analyzes facility budget requests to determine funding recommendations in accordance with federal and state guidelines and laws.

Confers with provider administrators and CPA's concerning projected costs versus prior costs to determine if justified, and disallow costs that are unreasonable.

Monitors, on site, expenditures of facility to determine compliance with Medicare/Medicaid regulations and state laws, accuracy and comprehensiveness by examining financial statements, ledgers, and journals.

Conducts independent evaluations to establish objectives and appraise operating efficiency.

Reviews and analyzes budget requests in comparison to similar facilities to determine if costs are reasonable and disallows that are unreasonable.

Interprets and applies federal policies and regulations which affect rate setting.

Examines, independently, documents provided by facilities to verify authenticity of costs.

Verifies with program offices and licensing staff, levels of care assignment and staffing patterns.

Gathers, organizes and analyzes statistics in facilities to support budgeted expenditures.

A	
STATE	LA
DATE REC'D	DEC 29 1989
DATE APP'VD	JAN 26 1990
DATE EFF	001 1 1989
HCFA 179	89-39

Supervisor 78-7

RATE DETERMINATION SPECIALIST 1 (continued)

EXAMPLES OF WORK: (continued)

Makes appropriate adjustments to accurately reflect costs or resolve discrepancies relating to income and loss statements and balance sheets.

MINIMUM QUALIFICATIONS: Any one of the following is qualifying:

1. Twelve semester hours in accounting plus two years of professional level experience in accounting or auditing.
2. Eighteen semester hours in accounting plus one year of professional level experience in accounting or auditing.
3. A baccalaureate degree with twenty-four semester hours in accounting.

STATE	<u>LA</u>	A
DATE REC'D	<u>DEC 29 1989</u>	
DATE APP'D	<u>JAN 26 1990</u>	
DATE EFF	<u>OCT 1 1989</u>	
HCFA 179	<u>89-39</u>	

Supersedes 78-7



STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
P.O. BOX 94111, CAPITOL STATION
BATON ROUGE, LOUISIANA 70804-9111

B3
PR
6/3/86

140270

RATE DETERMINATION SPECIALIST 2

The examples of work given are intended only as illustrations of the various types of work performed in positions allocated to this job. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related or a logical assignment of the position.

FUNCTION OF WORK: To determine, establish and monitor a uniform rate setting system for provider services in programs administered by DHHR.

LEVEL OF WORK: Supervisor.

SUPERVISION RECEIVED: Broad review from a Rate Determination Regional Coordinator or other manager.

SUPERVISION EXERCISED: Line over Rate Determination Specialist 1.

LOCATION OF WORK: Department of Health and Human Resources, Office of Management and Finance.

JOB DISTINCTIONS: Differs from the Rate Determination Specialist 1 because of supervisory responsibility.

Differs from Rate Determination Regional Coordinator by absence of managerial responsibility.

EXAMPLES OF WORK: Analyzes facility budget requests to determine funding recommendations in accordance with federal and state guidelines and laws.

Confers with provider administrators and CPA's concerning projected costs versus prior costs to determine if justified; and disallow costs that are unreasonable.

Monitors, on site, expenditures of facility to determine compliance with Medicare/Medicaid regulations and state laws, accuracy and comprehensiveness by examining financial statements, ledgers, and journals.

Conducts independent evaluations to establish objectives and appraise operating efficiency.

Reviews and analyzes budget requests in comparison to similar facilities to determine if costs are reasonable and disallows that are unreasonable.

Interprets and applies federal policies and regulations which affect rate setting.

Examines, independently, documents provided by facilities to verify authenticity of costs.

Verifies with program offices and licensing staff, levels of care assignment and staffing patterns.

A	
STATE	LA
DATE REC'D	DEC 29 1989
DATE AP'VD	JAN 26 1990
DATE EFF	OCT 1 1989
HCFA 179	89-39

Supplements 78-7

RATE DETERMINATION SPECIALIST 2 (continued)

EXAMPLES OF WORK: (continued)

Gathers, organizes and analyzes statistics in facilities to support budgeted expenditures.

Makes appropriate adjustments to accurately reflect costs or resolve discrepancies relating to income and loss statements and balance sheets.

MINIMUM QUALIFICATIONS: Any one of the following is qualifying:

1. Twelve semester hours in accounting plus three years of professional level experience in accounting or auditing, including one year in Medicare/Medicaid cost reporting and regulations.
2. Eighteen semester hours in accounting plus two years of professional level experience in accounting or auditing, including one year in Medicare/Medicaid cost reporting and regulations.
3. Twenty-four semester hours in accounting plus one year of professional level experience in accounting or auditing which included Medicare/Medicaid cost reporting and regulations.
4. Possession of a Certified Public Accountant's License.

STATE <u>LA</u>	A
DATE REC'D <u>DEC 29 1989</u>	
DATE APPV'D <u>JAN 26 1990</u>	
DATE EFF <u>OCT 1 1989</u>	
HCFA 179 <u>89-39</u>	

Supersedes 78-7



139730

STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
P.O. BOX 94111, CAPITOL STATION
BATON ROUGE, LOUISIANA 70804-9111

B1
PR
6/3/86

BUDGET ANALYST 3

The examples of work given are intended only as illustrations of the various types of work performed in positions allocated to this job. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related or a logical assignment of the position.

FUNCTION OF WORK:

To direct budget management activities for a moderate sized department, office or agency/facility or assist in the direction of a large entity.

LEVEL OF WORK:

Advanced journeyman--supervisory.

SUPERVISION RECEIVED:

Broad review from a Budget Officer, Budget Manager, Fiscal Officer or a higher level employee.

SUPERVISION EXERCISED:

Line over subordinate budget staff in a moderate sized entity or functional supervision in a large entity.

LOCATION OF WORK:

May be used by all agencies.

JOB DISTINCTIONS:

Differs from Budget Analyst 2 by the wider variety and number of funding recipients, the more numerous funding sources, the multiple and varied projects and programs, and multiple budget units.

Differs from Budget Manager by lack of responsibility for serving as primary assistant to a Budget Officer or for managing the budget process for a large department.

EXAMPLES OF WORK:

Develops and manages the budget for the entity or assists a Budget Officer or Budget Manager in the budget management process for the entity; may serve as an assistant to a Budget Officer or Budget Manager.

Coordinates and/or prepares a composite budget, gathering budget materials from program managers and developing a final budget request.

Prepares statistical analyses, narratives, tables and charts to plot trends and project future status of entity.

Evaluates spending and receipts on a routine basis, assessing status with respect to budget and projections.

Serves as a budget advisor for section(s), agency/-facility, office or the capital outlay program in a department.

Disseminates and monitors the implementation of budget development standards and provides advice and assistance in budget preparation.

A	
STATE	LA
DATE REC'D	DEC 29 1989
DATE APP'VD	JAN 26 1990
DATE EFF	OCT 1 1989
HCFA 179	89-39

Supplement 78-7

BUDGET ANALYST 3 (continued)

EXAMPLES OF WORK: (continued)

Reviews and analyzes submitted budgets; prepares materials for the legislature to substantiate budgets; prepares fiscal impact statements.

Confers with program managers on a daily basis to evaluate use of funds, to recommend alternatives, and to identify and resolve potential problems.

Assists in training, supervision and direction of the budget staff.

Testifies before legislative committees to justify requests and explain program costs.

Reviews the financial position of the entity, by function, to assess needs for funds transfers, budget adjustments, and possible economies.

MINIMUM QUALIFICATIONS: Any of the following is qualifying:

1. Twelve semester hours in accounting plus four years of professional level experience in accounting or auditing including two years at the advanced journeyman or second line supervisor level.
2. Eighteen semester hours in accounting plus three years of professional level experience in accounting or auditing including two years at the advanced journeyman or second line supervisor level.
3. Twenty-four semester hours in accounting plus two years of professional level experience in accounting or auditing at the advanced journeyman or second line supervisor level.

STATE	LA	A
DATE REC'D	DEC 29 1989	
DATE APPV'D	JAN 26 1990	
DATE EFF	OCT 1 1989	
HCFA 179	89-39	

Supersedes 78-7



STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
P.O. BOX 94111, CAPITOL STATION
BATON ROUGE, LOUISIANA 70804-9111

F2
OA
6/3/86

101110

LICENSING AND CERTIFICATION ASSISTANT DIRECTOR

The examples of work given are intended only as illustrations of the various types of work performed in positions allocated to this job. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related or a logical assignment of the position.

FUNCTION OF WORK: To serve as assistant to the Director in coordinating and managing the Division of Licensing and Certification.

LEVEL OF WORK: Manager.

SUPERVISION RECEIVED: Administrative direction from the Licensing and Certification Director.

SUPERVISION EXERCISED: Direct over Licensing and Certification Program Managers; functional over all Licensing and Certification Surveyors.

LOCATION OF WORK: Department of Health and Human Resources; Office of the Secretary.

JOB DISTINCTIONS: Differs from the Licensing and Certification Director by absence of overall administrative responsibility of the division.

EXAMPLES OF WORK: Assists in planning and directing a statewide licensing and certification program for compliance with state and federal regulations.

Develops new policies and procedures and updates those currently in existence.

Establishes and maintains a scheduling system to control and evaluate the survey procession on a statewide basis.

Evaluates phases of agency operations, staffing patterns, work methods and procedures for possible improvement.

Participates in budget preparation.

Assigns, reviews and evaluates the work of the professional and clerical staff.

MINIMUM QUALIFICATIONS: Three years of experience in the supervision of professional personnel in hospital administration, public health administration, social services, nursing home administration, or in the surveying of health and social care facilities for licensing compliance.

STATE	LA	A
DATE REC'D	DEC 29 1989	
DATE APPV'D	JAN 26 1990	
DATE EFF	OCT 1 1989	
HCFA 179	89-39	

Supersedes 78-7



101130

STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
P.O. BOX 94111, CAPITOL STATION
BATON ROUGE, LOUISIANA 70804-9111

F2
PR
6/3/86

Attachment 1.2-C
Page 28

LICENSING AND CERTIFICATION PROGRAM MANAGER

The examples of work given are intended only as illustrations of the various types of work performed in positions allocated to this job. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related or a logical assignment of the position.

FUNCTION OF WORK: To supervise and direct activities of a group of Licensing and Certification Surveyors.

LEVEL OF WORK: Supervisory.

SUPERVISION RECEIVED: Broad direction from the Licensing and Certification Assistant Director.

SUPERVISION EXERCISED: Direct over Licensing and Certification Surveyors.

LOCATION OF WORK: Department of Health and Human Resources; Office of the Secretary.

JOB DISTINCTIONS: Differs from Licensing and Certification Assistant Director by absence of overall managerial responsibility for directing the functions and activities of a division.

Differs from Licensing and Certification Surveyors by the presence of supervisory duties.

EXAMPLES OF WORK: Plans and supervises procedures and survey operations for the licensing and/or certification of health and social care facilities to determine compliance with state and federal regulations.

Reviews reports and results of surveys for determination of proper action relative to licensing and/or certification of facilities.

Consults with prospective owners, architects, engineers and administrators relative to standards required in construction of facilities.

Advises and consults with administrators pertaining to licensing and/or certification procedures, policies and regulations.

Works closely with and coordinates programs with other state agencies pertaining to licensing and/or certification activities.

Supervises, coordinates and reviews overall survey activities of specialized professional consultants and generalist surveyors.

A	
STATE	LA
DATE REC'D	DEC 29 1989
DATE APP'VD	JAN 26 1990
DATE EFF	OCT 1 1989
HCFA 179	89-39

Supersedes 78-7

(over)

EXAMPLES OF WORK: (continued)

Prepares, conducts and participates in in-service training for professional surveyors.

Plans and coordinates regular and special studies, inspections or investigations of phases or overall operations of facilities.

Formulates or supervises preparation of recommendations regarding licensing and/or certification of providers of services.

MINIMUM QUALIFICATIONS: Four years of professional level experience in hospital or nursing home administration, public health administration, nursing, pharmacy, dietetics, medical technology, social services, or in related professions in the health and social care industry.

NOTE:

Selective certification in an individual field may be required for some positions to conform with federal standards.

STATE	<u>LA</u>	A
DATE REC'D	<u>DEC 29 1989</u>	
DATE APPV'D	<u>JAN 26 1990</u>	
DATE EFF	<u>OCT 1 1989</u>	
HCEA 179	<u>89-39</u>	

Supersedes 78-7



101140

STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
P.O. BOX 94111, CAPITOL STATION
BATON ROUGE, LOUISIANA 70804-9111

F2
PR
6/3/86
Attachment 1.2-C
Page 30

LICENSING AND CERTIFICATION SURVEYOR

The examples of work given are intended only as illustrations of the various types of work performed in positions allocated to this job. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related or a logical assignment of the position.

FUNCTION OF WORK: To conduct surveys to determine conformity with state and federal licensure regulations.

LEVEL OF WORK: Journeyman.

SUPERVISION RECEIVED: Broad review from Licensing and Certification Program Manager or other administrative official.

SUPERVISION EXERCISED: Project basis over other Licensing and Certification Surveyors..

LOCATION OF WORK: Department of Health and Human Resources; Office of the Secretary.

JOB DISTINCTIONS: Differs from Licensing and Certification Program Manager by absence of supervisory responsibility.

EXAMPLES OF WORK: Conducts statewide surveys of child day care centers, public and private hospitals, nursing homes, home health agencies, public and private residential and day care centers for the mentally retarded, emotionally disturbed and handicapped, independent laboratories, end stage renal disease facilities, rehabilitation centers, independent physical therapists, mobile X-ray facilities, and any other health or social facility which is licensed by the state or certified for federal programs. This is done to determine conformity with state and federal regulations relative to licensure and certification.

A	
STATE	LA
DATE REC'D	DEC 29 1989
DATE APP'VD	JAN 26 1990
DATE EFF	OCT 1 1989
HCFA 179	89-39

Supervisors 78-7

Studies the facility relative to construction, organization, policies and procedures, administration and quality of services to determine the extent of compliance with the state licensure standards and Medicare and Medicaid regulations.

Obtains information from review of records, personnel interviews, resident interviews and personal observations relative to the operation of the facility and compliance standards.

Compiles information derived from surveys, prepares reports on results of surveys, describes findings and need for improvements or revision of facility operations, indicates appropriate actions to correct deficiencies, presents other conclusions, and formulates recommendations to enable the supervisor to determine whether licensure or certification should be granted, denied or deferred.

(over)